

RESOLUTION NO. _____

A RESOLUTION OF THE COUNCIL OF THE CITY OF SANTA
BARBARA RELATING TO THE DESTRUCTION OF
RECORDS HELD BY THE WATERFRONT DEPARTMENT IN
THE ADMINISTRATION DIVISION

WHEREAS, the City Council adopted Resolution No. 09-098 on December 15, 2009, approving the City of Santa Barbara Records Management Policies and Procedures Manual;

WHEREAS, the City of Santa Barbara Records Management Policies and Procedures Manual contains the records retention and disposition schedules for all City departments. The records retention and disposition schedules are a comprehensive listing of records created or maintained by the City, the length of time each record should be retained, and the legal retention authority. If no legal retention authority is cited, the retention period is based on standard records management practice;

WHEREAS, Government Code section 34090 provides that, with the approval of the City Council and the written consent of the City Attorney, the head of a City department may destroy certain city records, documents, instruments, books or papers under the Department Head's charge, without making a copy, if the records are no longer needed;

WHEREAS, the Waterfront Director submitted a request for the destruction of records held by the Waterfront Department to the City Clerk Services Manager to obtain written consent from the City Attorney. A list of the records, documents, instruments, books or papers proposed for destruction is attached hereto as Exhibit A and shall hereafter be referred to collectively as the "Records";

WHEREAS, the Records do not include any records affecting title to real property or liens upon real property, court records, records required to be kept by statute, records less than two years old, video or audio recordings that are evidence in any claim or pending litigation, or the minutes, ordinances or resolutions of the City Council or any City board or commission;

WHEREAS, the City Clerk Services Manager agrees that the proposed destruction conforms to the City's retention and disposition schedules;

WHEREAS, the City Attorney consents to the destruction of the Records; and

WHEREAS, the City Council of the City of Santa Barbara finds and determines that the Records are no longer required and may be destroyed.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF SANTA BARBARA that the Waterfront Director, or his designated representative, is authorized and directed to destroy the Records without retaining a copy.

WATERFRONT DEPARTMENT – ADMINISTRATION DIVISION

<u>Records Series</u>	<u>Date(s)</u>
Slip Files	2003 & 2005
Watch Logs	2004
Administrative Files	1993, 1999 & 2003-4
Visitor Registration Cards	2004-05
Slip Checks	2006-07
Case Reports	1999
Harbor Patrol Subject Files	2004-07
Harbor Patrol Logs	1999
Business Activity Reports	2006-07
Special Events Files	2006
Daily Parking Kiosk Revenue Reports	2007
Stearns Wharf Administrative Subject Files	2001-04
Telephone Messages	2007
Correspondence	1998-2008
Stearns Wharf Safety Files	1980-2004
Training Records	2000-2007
Travel Expense Records	2000-2002